

Subject: RE: IRS - Carlos
From: Jennifer Quintero <jquintero@ccala.org>
Date: 11/16/2017 02:18 PM
To: Elisabeth Cutler <ecutler@downtownla.com>

Awesome, thank you Elisabeth! We should be good to go J

From: Elisabeth Cutler [mailto:ecutler@downtownla.com]
Sent: Thursday, November 16, 2017 2:16 PM
To: Jennifer Quintero
Subject: RE: IRS - Carlos

Okay, thanks for the update and getting Carlos to understand as well!

Since CCA moved to the 8th floor, we consolidated and moved several items. To assist with your furniture removal tomorrow, please note the following:

- Jessica's old office: no CCA furniture located in this space, moved file cabinets to the adjacent office
 - o The space now stores Carol's artwork and awards
- Consolidated furniture into Tina and Joanne's old workspaces
- IT Room: there are now only 4 items (2 file cabinets, desk, work table) for CCA to remove which has been clearly labeled (everything else, we've either cleared out or keeping)
- Please don't forget the last office at the end of the hall (Leslie's old office) needs to have all the furniture removed. (We forgot about it when you and I walked the floor with IRS!)

I'm leaving early tomorrow so if you need further clarification, just let me know. Hope this helps the process go a bit faster! Have you arranged for access to the suite tomorrow night? I assume you have since no one will be here.

Thanks!
Elisabeth

From: Jennifer Quintero [<mailto:jquintero@ccala.org>]
Sent: Thursday, November 16, 2017 10:38 AM
To: Elisabeth Cutler
Subject: IRS - Carlos

Just got off the line with Carlos – he said everything makes sense now – IRS plans to only take CCA items from suite 200 tomorrow as invoiced to lessen the confusion.

Thanks!



Jennifer Quintero
Administrative Coordinator
[213.416.7519](tel:213.416.7519) | jquintero@ccala.org | ccala.org
626 Wilshire Blvd., Suite 850, Los Angeles, CA 90017
Please note our new address

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